

MI-WIC POLICY

Eligibility/Certification

1.0 Administration

Effective Date: 05/31/2018

1.07D Competent Professional Authority

Implementation Date: 10/01/2018

COMPETENT PROFESSIONAL AUTHORITY

General Description

The Competent Professional Authority will provide nutrition services to WIC clients.

State Offered Required Training

- CPA Training
- Advanced CPA Training
- Breastfeeding Basics
- CCS Skills Training (if offered)
- CCS Webcasts (all new and archived, role-specific)
- CCS Rethinking How We Listen & Respond in WIC (role-specific)
- CCS Communicate to Motivate
- Formula, Growth, and Feeding Webcast
- Web Based Training Modules:
 - Michigan WIC Civil Rights Training
 - MI-WIC All Clinic Staff Training
 - MI-WIC CPA Training
 - MI-WIC Advance CPA-High Risk Care Planning
 - EPPIC Training
- Anthropometric Training (if completing anthropometric procedures with clients, and documenting anthropometric measures in MI-WIC)
- Laboratory Training (if completing laboratory procedures on clients, and documenting laboratory measures in MI-WIC)

State Recommended Training

- Anthropometric Training
- Laboratory Training
- Clerical Training
- Advanced Breastfeeding Clinical Skills Training
- Record Review Training
- Advanced Lactation Certification Training
- CCS Mentor Training (if offered)
- WIC Conference (sessions on education and counseling)
- CCS Mentor Handbook/Resources
- Other nutrition services trainings offered by the MDHHS WIC Division and/or other professional organizations which may include, but are not limited to:
 - Nutrition conferences
 - WIC Nutrition Education Workgroup and Local Agency Policy Workgroup

Examples of Work

1. Provide direct nutrition services to clients [See Chapter 5, Nutrition Services Policies].
 - a. Participate in the Nutrition Education Workgroup, WIC Conference, webcasts, and trainings, to improve nutrition and program services, as appropriate.
 - b. During certification, the Competent Professional Authority (CPA) will:
 - i. Determine the client's nutritional risk.
 - a. Assess anthropometric and hematological data. (See Policies 2.15 Anthropometric Risk Determination and 2.16 Hematological Risk Determination.)
 - b. Assess health, diet, and breastfeeding history and determine need for services
 - ii. Assign risk(s) with validation where applicable. (See Policy 2.13 Nutritional Risk Criteria.)
 - iii. Determine client concerns.
 - iv. Provide the following: (See Policies 4.01 Breastfeeding Promotion, Protection and Support and 5.01 Nutrition Education Overview and Elements of Client-Centered Nutrition Education):
 - a. Eligibility Explanation
 - b. Nutrition education, including breastfeeding encouragement and support
 - c. Development of nutrition education plan for the current certification period based on client concerns
 - v. Prescribe food package benefits with approvals as needed. See Policy 7.01 Food Package Determination.
 - vi. Determine need for and authorize Class II formulas. Request local agency RD or MDHHS WIC Division approval for Class III formula. (See Policy 7.03 Food Package for Qualifying Conditions.)
 - vii. Make referrals to nutrition, breastfeeding, health, public assistance or community services. (See Policy 6.02 Referrals.)
 - viii. For all high-risk clients, including clients receiving Class III formulas, initiate a problem list, explain the benefits of RD/RDN services and schedule with a Registered Dietitian Nutritionist all high-risk clients for individual counseling and care plan development, or document client refusal of RD services. (See Policy 5.06 Required Services for High Risk Clients.)
 - ix. Confirm that all certification criteria have been met.
 - x. Provide follow-up and documentation of care plan as assigned.

Reference:

2013 USDA WIC Nutrition Services Standards
<https://wicworks.fns.usda.gov/wicworks//Topics/WICnutStand.pdf>
Michigan WIC Chapter 5, Nutrition Services Policies
5.01 Nutrition Education Overview and Elements of Client-Centered Nutrition Education

Cross References:

2.13 Nutritional Risk Criteria
2.15 Anthropometric Risk Determination
2.16 Hematological Risk Determination
4.01 Breastfeeding Promotion, Protection and Support

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5.06 Required Services for High Risk Clients

6.02 Referrals

7.01 Food Package Determination

7.03 Food Package for Qualifying Conditions